

**APPLICATION FOR RENEWAL
OF CERTIFICATION**

**Submit to MWBOO, Dept. of Law
101 City Hall, 100 N. Holliday Street,
Baltimore, MD 21202 410-396-4355**

**CITY OF BALTIMORE
MINORITY AND WOMEN'S BUSINESS OPPORTUNITY OFFICE**

Business Name _____

Street Address _____

City _____ **State** _____ **Zip code** _____

County _____

Telephone _____ **Fax #** _____

Email address _____

Contact person _____
(Name and Title)

Business has been in operation since _____

Number of permanent employees _____

Largest job you have completed _____

If bonded, largest job for which you are bonded _____

Federal I.D. Number _____ **Or S.S.N.** _____

Services for which business requests certification _____

Structure of Business

- ☐ **Sole proprietorship**
☐ **Partnership**
☐ **Corporation**

**Controlling Interest (check all
that apply)**

- ☐ **Male** ☐ **Female**
- ☐ **African American**
☐ **Hispanic American**
☐ **Native American**
☐ **Asian American**

Has business ever been certified as MBE or WBE ? _____ **Yes** _____ **No**

Has business ever been denied certification? _____ **Yes** _____ **No**

Has business been prequalified by the City of Baltimore? _____ **Yes** _____ **No**

Current Owners

Name of owner	Minority?	Female?	Number of shares	Hours worked in the co. per week

Current Board of Directors

Name of Director	Minority?	Female?	Date elected	Hours worked in the co. per week

If additional space is necessary, attach a separate sheet.

Are any of the owners or directors related to one another? If yes, state names and relationship (example: husband and wife, father and son).

Officers of the business:**Name****Title**

MBE/WBE CERTIFICATION DISCLOSURE AFFIDAVIT

I hereby affirm that:

I am the duly authorized representative of _____
(name of business)

and I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

Upon return of the documents submitted with this Application, _____
(name of business)

will keep and maintain the documents as a package, without alteration, for the duration of the certification.

I understand and acknowledge that, at any time during the certification period, The Minority and Women's Business Opportunity Office (MWBOO) may request that the complete package of documents, as originally submitted, be returned to MWBOO. Upon receipt of any such request, the complete package of documents shall be delivered to MWBOO within five (5) business days. I understand and acknowledge that failure to return the complete package of documents within the prescribed time may result in decertification.

If my business becomes certified by MWBOO, I agree to provide the City of Baltimore information regarding actual work performed on any City project, the payment I receive for performing that work, and any proposed changes to agreements to perform work on any City project. I will permit the audit and examination of books, records, and files of _____
(name of business)

by authorized representatives of the City.

If my business becomes certified by MWBOO, I agree to immediately notify MWBOO any change of address and any change in the ownership or control of _____.
(name of business)

_____ will continue to comply with Article 5,
(name of business)

Subtitle 28 of the Baltimore City Code for as long as certification by the City of Baltimore is in effect.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT.

Signature

Title

Printed Name

Date

Sworn and subscribed before me this _____ day
of _____,

Notary Public

REQUIRED DOCUMENTS

MWBOO review of application cannot be completed until all required documents have been submitted.

Document	Check if not applicable	Check if attached
Current financial statement consisting of a balance sheet and operating statement, covering a one year period, prepared on the letterhead of, and signed by an independent accountant		
Most recent federal tax returns for the business.		
Copy of annual Certificate of Good Standing from the Maryland State Department of Assessments and Taxation (410) 767-1340		
Copies of all up-to-date State and local licenses required for your business. If license is in the name of an individual, also submit proof of employment by the business.		
Proof of minority and/or female status for each owner, director and officer. Proof may be in the form of copy of driver's license, passport or birth certificate showing race/sex. If Asian or Hispanic American, proof must show country of origin If Native American, proof must be in the form of tribal roll membership registration or other official proof of tribal affiliation.		
A list of all Baltimore City contracts or subcontracts awarded to your firm during the past year. If none awarded, so state.		
Did you experience any problems in bidding on City contracts? If so, please explain.		